

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Hanoi, Vietnam	2. AGENCY Department of State	3a. POSITION NO. A-540-26
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Human Resources Clerk, FSN-305	6	WDG 3/18	03-22-10
b. Other				
c. Proposed by Initiating Office	Human Resources Clerk, FSN-305	6	WDG	

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. MISSION U.S. Embassy Hanoi	b. Second Subdivision Human Resources Office
a. First Subdivision Management Section	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. Vuong Thanh Binh _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy) 3/22/10
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Williette D. Gooding _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Williette D. Gooding _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) 3/22/10
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13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Supervisory HR Management Specialist, incumbent of this position will perform a variety of clerical and administrative support duties in HR Office.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

- Collects, opens, sorts, date stamps and distributes mails for the HR Office.
- Files a variety of information in personnel and subject files.
- Updates reference manuals and maintains adequate stocks of blank forms for HR office.
- Updates blood list, language list, duty officer briefcase.
- In charge of updating HR website.
- Maintains and orders office supplies.
- Maintains and updates duty officer briefcase for American Officers; briefs the duty officers on his/her first day of assigned duty.

- Translates routine diplomatic notes, correspondences, official letters, etc. for HR Office.
- Provides back-up support to other HR staff; performs other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school is required.

b. Prior Work Experience

At least one year of progressively responsible experience in human resources is required.

c. Post Entry Training

WebPASS

d. Language Proficiency: List both English and host country language(s) by level and specialization.

- Level 3 (Good working knowledge) English is required.
- Level 4 (fluent) Vietnamese is required.

e. Knowledge

Good knowledge of general office operations and procedural requirements pertaining to functions performed in an HR Office. Knowledge of various software programs such as Word, Excel, Access, Power point, etc. Skills and Abilities

f. Skills and abilities

Know how to retrieve information from a variety of computer websites. Skills in operating office machines (scanner, photocopier, printer, fax, shredder, etc.). Good interpersonal skill is required.

16. POSITION ELEMENTS

a. Supervision Received

Under the direct supervision of the Supervisory HR Management Specialist.

b. Available Guidelines

Department of State regulations, 3 FAM, 3 FAH, LES Handbook, post policies, and instructions and procedures available for reference. Consultant with supervisor.

c. Exercise of Judgment

Must exercise good judgment to maintain confidentiality, deal tactful and expeditiously with those served by HR Office, and with necessary outside contacts.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Different agencies, LE colleagues, etc.

Candidates who apply for the Mission vacancies

Maintains contacts with DSD, FOSCO and other host government agencies as needed.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position:

Six months.